

OPERATIONS GROUP FILE

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C O N F I D E N T I A L 100831Z DEC 80 STAFF

CITE FBIS/ATHENS 67957

TO: FBIS.

REF: FBIS 11816

1. [REDACTED] DRAFT LETTER OF RECOMMENDATION:

2. "TO WHOM IT MAY CONCERN:

DURING [REDACTED] 24-YEAR EMPLOYMENT WITH THE U.S. GOVERNMENT'S FOREIGN BROADCAST INFORMATION SERVICE (FBIS), HIS PERFORMANCE WAS SUPERIOR.

IN HIS UPWARD MOVEMENT FROM TELETYPE TO SENIOR TELE-  
TYPIST, [REDACTED] CONTINUOUSLY DISPLAYED EFFICIENCY,  
CONSCIENTIOUSNESS, PERSEVERANCE AND A WILLINGNESS TO ACCEPT  
ADDITIONAL RESPONSIBILITIES.

IN ADDITION TO CARRYING OUT HIS TELETYPE DUTIES WITH  
QUICKNESS AND ACCURACY, [REDACTED] SERVED WELL IN SUPERVISING  
WORK SHIFTS; MAINTAINING VARIOUS FILES; COMPILING PRODUCTION,  
COMMUNICATION AND TRAFFIC REPORTS; AND COORDINATING WITH COMMUN-  
ICATIONS FACILITIES FOR CIRCUIT MAINTENANCE.

[REDACTED] EFFECTIVE PERFORMANCE DURING HIS FBIS  
EMPLOYMENT HAS PROVEN HIM TO BE AN ASSET TO ANY FUTURE EMPLOYER."

3. [REDACTED] DRAFT LETTER OF RECOMMENDATION:

4. "TO WHOM IT MAY CONCERN:

DURING [REDACTED] 17-1/2 YEAR EMPLOYMENT  
WITH THE U.S. GOVERNMENT'S FOREIGN BROADCAST INFORMATION SERVICE  
(FBIS), HIS PERFORMANCE WAS EXCELLENT.  
AS AN ELECTRONICS TECHNICIAN, [REDACTED] CARRIED OUT

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PAGE 2 FBIS/ATHENS 67957 C O N F I D E N T I A L  
HIS TASKS WITH GREAT SKILL, CONSCIENTIOUSNESS, INITIATIVE AND  
DEPENDABILITY. IN SERVICING AND OPERATING VARIOUS TYPES OF  
COMMUNICATIONS AND TELETYPE EQUIPMENT, HE ALWAYS SHOWED A  
WILLINGNESS TO LEARN AND IMPROVE UPON HIS BASIC SKILLS.

IN HIS LAST POSITION WITH FBIS, [REDACTED] ALSO  
PROVIDED AN INVALUABLE SERVICE BY ACTING AS A LIAISON BETWEEN  
FBIS AND OTHER U.S. GOVERNMENT COMMUNICATIONS, MAINTENANCE AND  
LOGISTICS PERSONNEL.

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[REDACTED] PROFESSIONAL ATTITUDE AND EFFECTIVE  
PERFORMANCE DURING HIS FBIS EMPLOYMENT HAVE PROVEN HIM TO BE  
AN ASSET TO ANY FUTURE EMPLOYER."  
RVW 09 DEC 00, EXT 3D3.  
C O N F I D E N T I A L

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